



# Business Pandemic Planning Checklist



**Homeland Security**

## **Plan for the impact of pandemic influenza on your venue:**

Identify a pandemic coordinator and/or team with defined roles and responsibilities to develop, maintain and act upon an influenza pandemic preparedness and response plan. The planning process should involve employees and include input from labor representatives.

- Identify essential functions.
  - What tasks are essential to the continued operation of your business?
  - Examine how essential functions would continue with reduced available workforce. (Plan on absentee rates of between 30 and 50%).
  - Identify non-essential functions or tasks that could be deferred.
  - Develop plan for prioritizing functions and reducing service or production levels.
- Identify essential positions.
  - Identify persons capable of filling each essential position. Triple redundancy is minimum goal.
- Develop emergency staffing plan
  - Identify non-essential functions where workforce could be applied to essential functions.
  - Identify contract labor sources for essential functions.
  - Examine labor contracts for emergency clauses affecting staffing
- Identify essential suppliers of goods and services.
  - Determine how suppliers will provide goods and services if their workforce was impacted by pandemic illness.
  - Examine stockpiles of essential materials.
- Develop plan for emergency management.
  - Outline decision-making process during times of emergency.
  - Establish organizational structure for emergency operations.
  - Plan for succession.
  - Develop contact lists and update on a monthly basis.
  - Communicate Plan and train essential position holders.
- Communications
  - Develop process for external communications (public and clients).
  - Develop process for internal communications (Crisis Communication Plan)
  - Develop plan to keep employees informed on pandemic news



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- Identify triggers that would cause management to consider reducing service or production.
- Examine fiduciary impact of reduced service or production.
- Develop recovery plan.
- Examine operations for mitigation efforts
  - Ensure cleaning chemicals are appropriate for disinfecting properties.
  - Provide anti-viral hand sanitizer where appropriate.
  - Consider appropriate modifications to sick leave and return to work policies.
  - Provide around the clock call in procedure for ill employees.
  - Consider hygiene reminders in restrooms, locker rooms and food preparation areas.
  - Identify "high contact" jobs (ticket takers, money handlers) where employees will routinely touch patrons. Focus disease prevention training in these areas.
  - Consider providing sanitizer in public areas.
  - Evaluate stores of consumable products and increase stock on hand.
  - Review maintenance schedules for all life safety and emergency equipment.
  - Establish accounting methods for all expenses related to pandemic preparedness and response.
  - Examine the feasibility of telecommuting
  - Schedule on site flu vaccinations
- Training and Exercise
  - Provide refresher training on emergency procurement procedures.
  - Provide refresher training on proper use of disinfecting cleaners on restroom surfaces.
  - Provide refresher training on handling of bodily fluid clean up procedures.
  - Exercise your Crisis Communication Plan
  - Practice setting up your Emergency Operations Center
  - Run a table top exercise
- Communicate your plan to the appropriate outside agency or governing body.
- Plan to monitor the impact of pandemic influenza.
  - Establish a method for reporting on absentee employees.



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- Establish a supervisor's authority to require ill employees to take leave.
- Share best practices guidance (e.g. IAAM, local/state/federal) with other businesses in your communities, chambers of commerce, and associations to improve community response efforts.

### Resources:

Cleaning surfaces <http://www.flu.gov/individual/panfacts.html>

Cleaning products <http://www.epa.gov/oppad001/influenza-disinfectants.html>

Cleaning Surfaces <http://www.flu.gov/professional/hospital/influenzaguidance.html>

Antimicrobial products <http://www.epa.gov/oppad001/influenza-a-product-list.pdf>

Hand washing <http://www.cdc.gov/cleanhands/>

HHS Pandemic Influenza Plan available at [www.hhs.gov/pandemicflu/plan/](http://www.hhs.gov/pandemicflu/plan/)